STUDENT REQUEST FORM

YOU MUST SHOW VALID PHOTO ID TO PICK UP DOCUMENTS. ISSS WILL NOT RELEASE THEM WITHOUT IDENTIFICATION. ALLOW UP TO 5 BUSINESS DAYS FOR PROCESSING.

Name __________________________________________ Date ____________________________

Email ________________________________________ Phone ____________________________

Current US Address ________________________________________________________________

Banner Number _______________________

Request for General Letters
☐ Certification Letter ☐ Passport Renewal Letter ☐ Invitation Letter (Commencement Date: ____________)
☐ DMV Letter ☐ Other ____________________________

Additional information that needs to be included __________________________________________

Request for Travel-Related Letters
☐ Travel Letter ☐ Visa Renewal Letter

Have you recently applied or been approved for any other visa status? Yes ☐ No ☐
If so, what status? ________________________________________________________________

Date of Departure ________________ Date of Return ________________

(Your travel documentation cannot be processed without this information.)

PLEASE NOTE: If you plan to be outside the US for more than 5 months, you must tell ISSS.

What countries do you plan to visit? ___________________________________________________________

Are dependents traveling with you? Yes ☐ No ☐

Name(s) of dependent(s) traveling _____________________________________________________________

Request for Amended Form I-20 or DS-2019
☐ Amend I-20 ☐ Amend DS-2019 ☐ Reason? Add dependent ☐ Other ___________________________

Dependent Information or Invitation Letter Details (Please print clearly)
To add dependents to your I-20/DS-2019, you must provide proof of funding of $3,500 per dependent.

1) ____________________________ Male ☐ Female ☐ ____________________________
   (Name – Last, First) (Relationship)
   ____________________________ (Date of Birth – MM/DD/YYYY) ____________________________
   (City & Country of Birth) (Country of Citizenship)

2) ____________________________ Male ☐ Female ☐ ____________________________
   (Name – Last, First) (Relationship)
   ____________________________ (Date of Birth – MM/DD/YYYY) ____________________________
   (City & Country of Birth) (Country of Citizenship)

Estimated date your dependent(s) will arrive in the US ____________________________

(ISSS cannot process a new I-20 without an estimated date of arrival.)

Office Use Only: Date Completed ________________ Initials ________________
ISSS/Student Request Form
08/09/2016